

CHILD HEALTH & DISABILITY PROGRAM COORDINATOR

DEFINITION:

Under general direction, to coordinate the Child Health and Disability Prevention Program (CHDPP) by implementing the local CHDPP plan through outreach workers in district health offices and all school districts within San Diego County; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a one-position class in the Health and Human Services Agency (HHSA) with primary responsibility for meeting the state-mandated requirements to develop and implement the CHDPP plan and assuring its compliance with federal and state regulations. The CHDPP Coordinator reports to the Chief of Maternal and Child Health in the Health and Human Services Agency.

EXAMPLES OF DUTIES:

Develop and implement the local plan for CHDPP; prepares an annual program budget; ensures compliance with federal, state and local standards and regulations; coordinates the contracting and consultation with medical/dental service providers; works with Bureau of Public Health Education to plan and implement outreach and education programs; prepares statistical reports; organizes referral systems; directly supervises clerical staff; gives functional supervision to workers in district health centers; acts as staff representative to Maternal, Child and Adolescent Health Advisory Board; and coordinates program with school districts in the County.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Health administration including public/government health administration and budget preparation, evaluation and reporting.
- Program planning, implementation and evaluation.
- Preventive health care.
- Supervision and personnel management.

General Knowledge of:

- Community organization.
- Child health and growth and development.
- Health education and information.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, organize and implement public health programs.
- Interpret legislative and administrative mandates and regulations.

- Use written and oral communication skills.

EDUCATION/EXPERIENCE:

Education and experience that demonstrate the application of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: Three (3) years of full-time experience in public health or a related field, one (1) year of which must have been in a supervisory and/or administrative capacity managing a health program. A bachelor's or master's degree in health education, health administration, nursing, public administration or a closely related field is highly desirable. (California Admin. Code, Title 17, Part I, Chapter 4, Subchapter 13, Section 6822 (a)).